



WASHINGTON STATE HOUSING TRUST FUND 2015-2017 STAGE 1 APPLICATION SOLICITATION

Stage 1 Applications are being solicited by the Department of Commerce for affordable housing projects seeking funding from the Housing Trust Fund (HTF) in the 2015-2017 Biennium. The amount of HTF funding that will be available is unknown at this time. Stage 1 Applications will be used by Commerce to identify a pool of projects that appear viable and potentially eligible for funding in 2015 and 2016. *Approval of a Stage 1 Application in no way constitutes a guarantee of funding.* Final determinations of eligibility will be based on the level and nature of legislative appropriations. Final funding awards will be subject to review and approval of a completed Stage 2 Application.

Funding Period

This solicitation is for a two-year period. In order to be considered, projects must meet one of the following timeframes:

Year 1: Will be fully funded and ready to begin construction by September 30, 2016.

Year 2: Will be fully funded and ready to begin construction by September 30, 2017.

Schedule

Invitation to submit Stage 1 Applications	Thursday, October 16, 2014
Stage 1 Application due	Monday, December 15, 2014
List of 2015-2017 Stage 1 Applications accepted	Thursday, January 8, 2015
List of Stage 1 Applications eligible for Stage 2	Pending Legislative Appropriation

Application Documents

The HTF Stage 1 Application can be downloaded from the [Applying for Housing Trust Fund Funding page](#). Note that the HTF Stage 1 Application has been revised for 2015-2017. Prior years' Stage 1 Application forms *will not be accepted*. Be sure to read the Instructions in the Cover and Table of Contents tab, as they vary for Year 1 and Year 2 projects. Note also that supplemental documentation may be required. Stage 1 Applications must be complete and meet the Criteria below in order to be accepted.

Stage 1 Criteria

1. Proposed activities must be eligible for HTF funding per RCW 43.185.050 and RCW 43.185.060.
2. Projects must be ready to proceed within specified timeframes. Projects will be deemed ready to proceed if they meet the following conditions:
 - a. Project costs are considered reasonable, per current HTF cost containment policy.
 - b. Project is likely to have all necessary capital financing committed within 6 months of HTF award.
 - c. Project is likely to secure all necessary approvals and begin construction by September 30 of the year following award.
 - d. Project is likely to secure necessary commitments for services, if applicable.
 - e. Pro forma (if required) demonstrates revenues sufficient to cover projected operating expenses.
 - f. Sponsoring organization has sufficient capacity
 1. to develop the project
 2. to manage the project long-term, and
 3. to deliver appropriate services, if applicable.

- g. Sponsoring organization has no significant or recurring performance issues. Compliance issues identified within the organization's existing portfolio have been resolved to the satisfaction of public funders, as applicable.
3. Applications may not exceed the following limits:
- \$3 million per project for multi-family, \$600,000 per project for homeownership
 - \$3 million per year for multi-family, \$600,000 per year for homeownership (\$3 million per year if proposing both multi-family and homeownership within the same year)
 - \$6 million per sponsor (aggregate over 2 years)
- A waiver of the per-project and/or per-year limit can be requested. The per-sponsor limit cannot be exceeded, even if a per-project or per-year waiver is approved. Waiver requests must be included with the Stage 1 Application or submitted in advance.
- Sponsoring organizations that share common by-laws, board members (more than 50%), and service area will be regarded as the same organization within their common service area.
4. Sponsoring organizations must have recent prior experience in affordable housing development. If the sponsoring organization has not had experience within the past seven years, they must partner with a development consultant experienced in affordable housing development.

Ultra-Efficient Incentive Funds

Subject to legislative appropriation, the HTF anticipates making Incentive Funds available for projects that propose to achieve rigorous energy and water efficiency standards through the use of innovative planning, design, and construction practices. Up to \$500,000 in HTF Incentive Funds may be included in the Stage 1 proposal. HTF Incentive Funds must be identified in the Application as a discreet funding source and a brief description of the ultra-efficient components and proposed performance targets must be provided. HTF Incentive Funds will not apply toward the HTF funding limits.

Submittal Instructions

The Application and required supplemental documentation, must be received by 5 p.m. on Monday, December 15th at the HTF Application mailbox: htfapp@commerce.wa.gov. Applications must be submitted in the original format provided. **DO NOT** convert your Application to PDF or other formats.

Applicants will receive an email confirmation of receipt by close of business the following HTF business day. If confirmation is not received within this period, it is the *applicant's responsibility* to inform HTF. If proof of timely submission can be provided (e.g., copy of email record from applicant's Sent box), the application will be accepted. Otherwise, the application will be determined to have not been received by the deadline, and will be excluded from consideration.

Stage 2 Eligibility

Selected applicants will be notified of their eligibility and a timeline for submitting Stage 2 Applications once an appropriation is made. Year 2 applicants will be required to submit a Stage 1 Update prior to the 2016 Stage 2 Application round. Stage 1 Updates or Stage 2 Applications that are substantially different from what was initially proposed at Stage 1 may be disqualified at the discretion of Commerce.

In addition to meeting the criteria listed above and the requirements of the Housing Trust Fund Handbook, Stage 2 Applications may be subject to additional criteria or priorities established by the Legislature.

